

## **Arkansas Federal Executive Association (FEA) Website Update Standard Operating Procedure (SOP)**

**August 16, 2011**

### Purpose:

The purpose of the SOP is to define and document the process on how updates are made to the Arkansas FEA website, located on the Oklahoma Federal Executive Board (FEB) server at:

<http://www.oklahoma.feb.gov/ArkansasFEA.htm>

### Introduction:

The Oklahoma FEB has graciously offered to host the Arkansas FEA website. All changes and uploads to the Arkansas FEA website can only be made by the Oklahoma FEB Executive Director. All changes and uploads will be coordinated by the Arkansas FEA Secretary/Treasurer with the Oklahoma FEB Executive Director.

### Contacts:

The Oklahoma FEB webmaster is:

LeAnn Jenkins, Executive Director

Federal Executive Board

215 Dean A. McGee, Ste 153

Oklahoma City, OK 73102

[leann.jenkins@gsa.gov](mailto:leann.jenkins@gsa.gov)

(405) 231-4167

[www.oklahoma.feb.gov](http://www.oklahoma.feb.gov)

The Arkansas FEA Secretary/Treasurer is:

Ben Toman

Social Security Administration

Group Supervisor

Little Rock ODAR

[Ben.Toman@ssa.gov](mailto:Ben.Toman@ssa.gov)

(866) 592-2549 Ext 11732

### Definitions:

The Arkansas FEA website has the following Tabs:

- Home – This is the Home page and includes general information regarding the Arkansas FEA. This content is not expected to be revised often.
- Officers – This page identifies the Arkansas FEA President, Vice President, Secretary/Treasurer, Weather Watch Committee Chair, FEA Coordinators and Administrative Support. A brief description of the duties of each position and e-mail address should be provided. This content will be revised when new Arkansas FEA officers are elected and as changes in staff are made.
- Agenda - This page will include a PDF file of all Arkansas FEA Meeting Minutes. Files will be added upon finalization of the Meeting Minutes.
- Awards – This page will include information on the Arkansas FEA Employee/Team of the Year Awards, Public Service Recognition Week, and any other appropriate content. Revisions will be made as needed.
- CFC – This page will include information on the Combined Federal Campaign. Revisions will be made as needed.

- COOP – This page will include information on the Continuity of Operations Plan for member FEA agencies in the central Arkansas areas. Revisions will be made as needed.
- Federal Bldg Status – This page will include the phone number for the Little Rock Federal Building's operating status. It will also include the Internet link for the Little Rock Federal Building.
- Member Links – This page will include links from the Arkansas FEA members. Links are added upon request from the Arkansas FEA member.
- Training – This page will include information on all available and relevant training for Arkansas FEA members. Revisions will be made as needed.
- Weather – This page will include information on weather related emergencies and disaster information. Revisions will be made as needed.
- Photos – This page will include photos of Arkansas FEA events and members. Revisions will be made as needed.
- What's New – This page will include information on the latest news of interest to Arkansas FEA members. Revisions will be made as needed.

#### Procedures:

The Arkansas FEA Secretary/Treasurer will be responsible for ensuring all information on the Arkansas FEA website is current and accurate. Prior to each Arkansas FEA meeting, the Secretary/Treasurer will review the website and be prepared to make a brief report at the FEA meeting where he/she can request additional information as required from FEA members.

Proposed uploads or changes to the Arkansas FEA website should be coordinated with the Arkansas FEA officers for concurrence.

To minimize disruption to the Oklahoma FEB webmaster, changes and information to be uploaded should be bundled when possible. Routine uploads should be requested no more often than monthly. An appropriate time would be within 7 days after the monthly FEA Meeting Minutes have been finalized.

All uploads should be provided as requested by the Oklahoma FEB webmaster. Minute Meetings should be attached as a PDF file to an e-mail sent to the webmaster. The Oklahoma FEB webmaster will not have access to Arkansas FEA member agency computer servers.